

Ton Duc Thang University

Center for Applied Information Technology



Course Lecture

FUNDAMENTALS OF INFORMATICS 2

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- Textbooks:

- Joan Lambert, MOS 2016 Study Guide for Microsoft Excel, 2017.

- References:

- Joan Lambert, MOS 2016 Study Guide for Microsoft PowerPoint, 2017.
- John Wiley, Microsoft Official Academic Course, Microsoft Word core 2016, 2016.

Ton Duc Thang University

Chapter 3

Formatting Cells and Tables

Chapter 3. Formatting Cells and Tables



3.1 Format Cells

3.2 Create and Format Tables

Chapter 3. Formatting Cells and Tables



3.1 Format Cells

3.2 Create and Format Tables

3.1 Format Cells

1. Apply cell size
2. Apply number formats
3. Apply cell formats
4. Cell styles

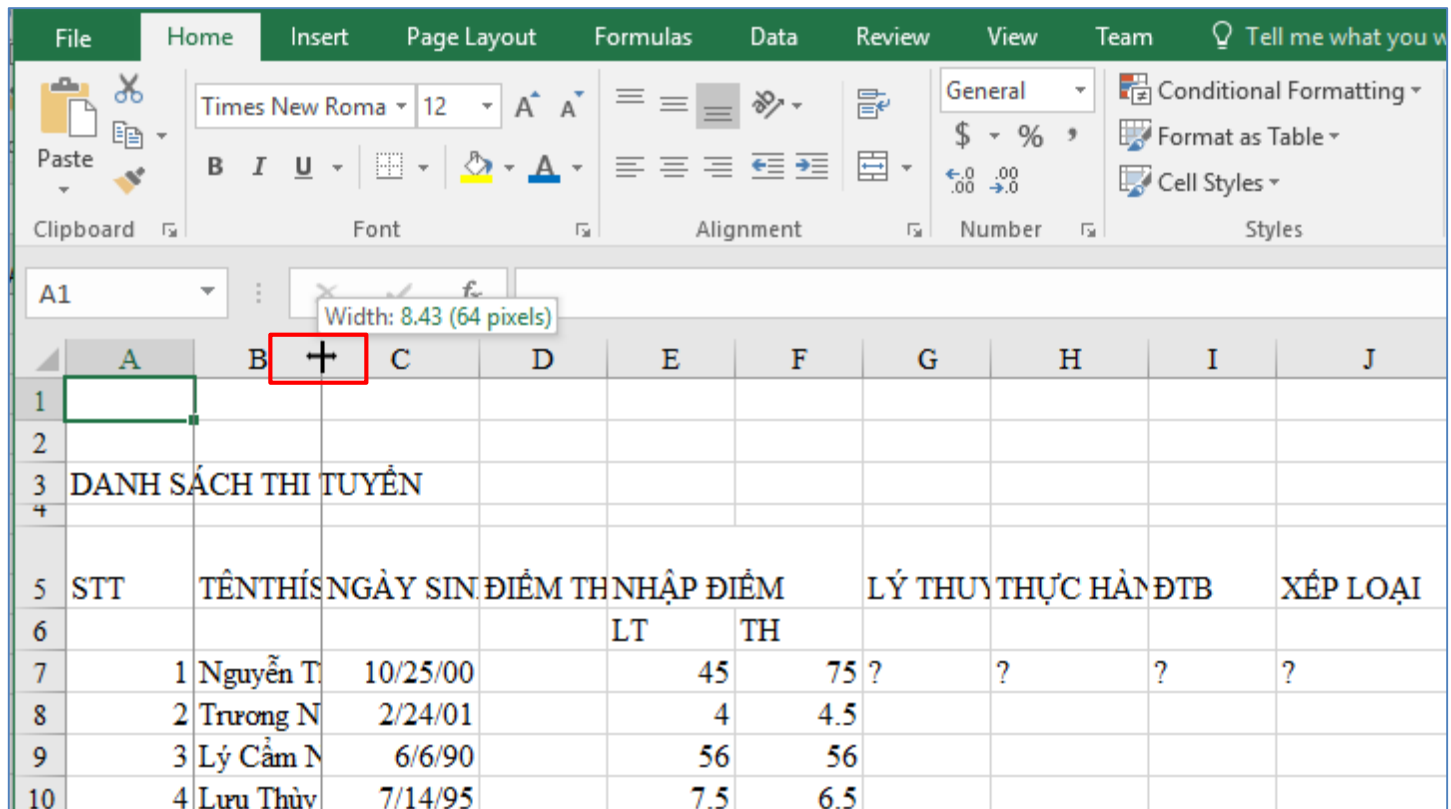
3.1 Format Cells

1. Apply cell size
2. Apply number formats
3. Apply cell formats
4. Cell styles

1- Apply cell size

- To change the width of a column:

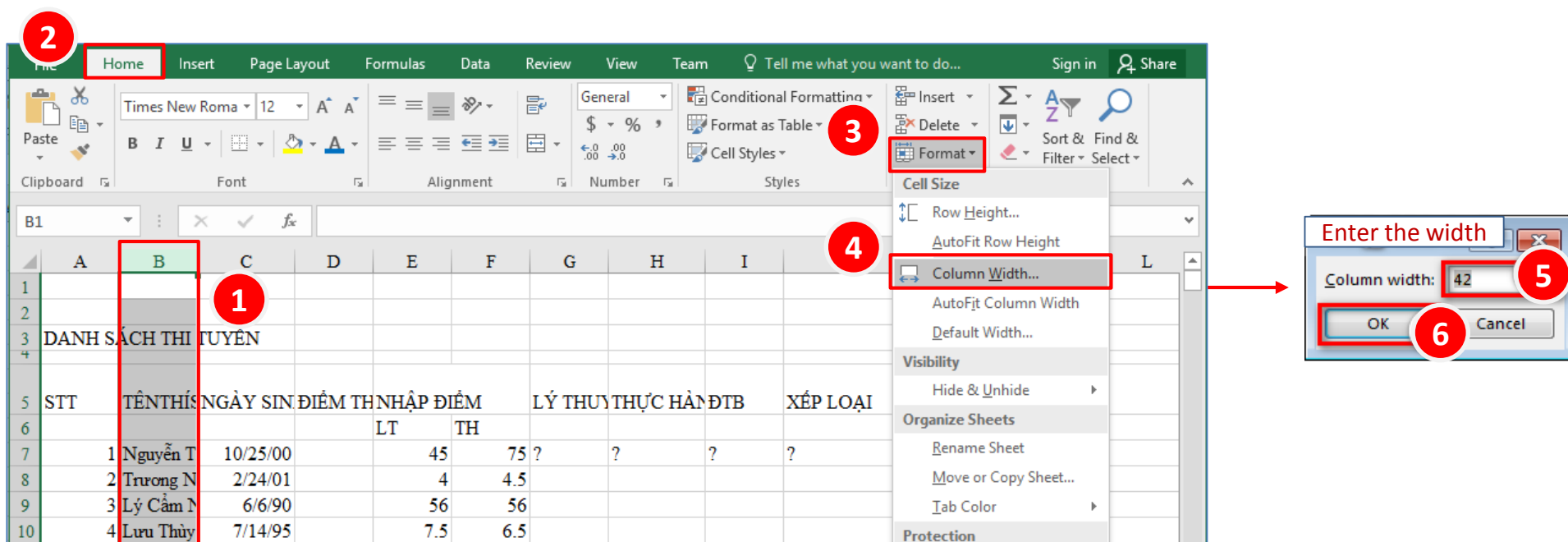
Method 1: Drag the right border of the column selector to the left or right



1- Apply cell size

- To change the width of a column (tt):

Method 2: Select the columns → Tab **Home** → **Format** → **Column Width** → enter the width → **OK**.



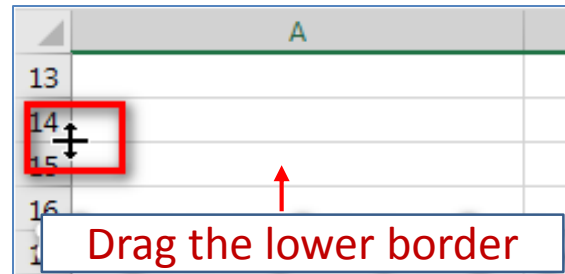
The screenshot illustrates the process of changing the width of a column in Microsoft Excel. The following table represents the data visible in the spreadsheet:

STT	TÊN THÍ SỬ	NGÀY SINH	ĐIỂM TH NHẬP ĐỀ	ĐIỂM LT	ĐIỂM TH	LÝ THUYẾT	THỰC HÀNH	ĐTB	XẾP LOẠI
1	Nguyễn T	10/25/00		45	75	?	?	?	?
2	Trương N	2/24/01		4	4.5				
3	Lý Cẩm N	6/6/90		56	56				
4	Lưu Thủy	7/14/95		7.5	6.5				

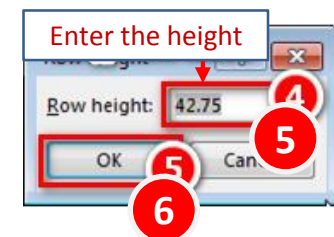
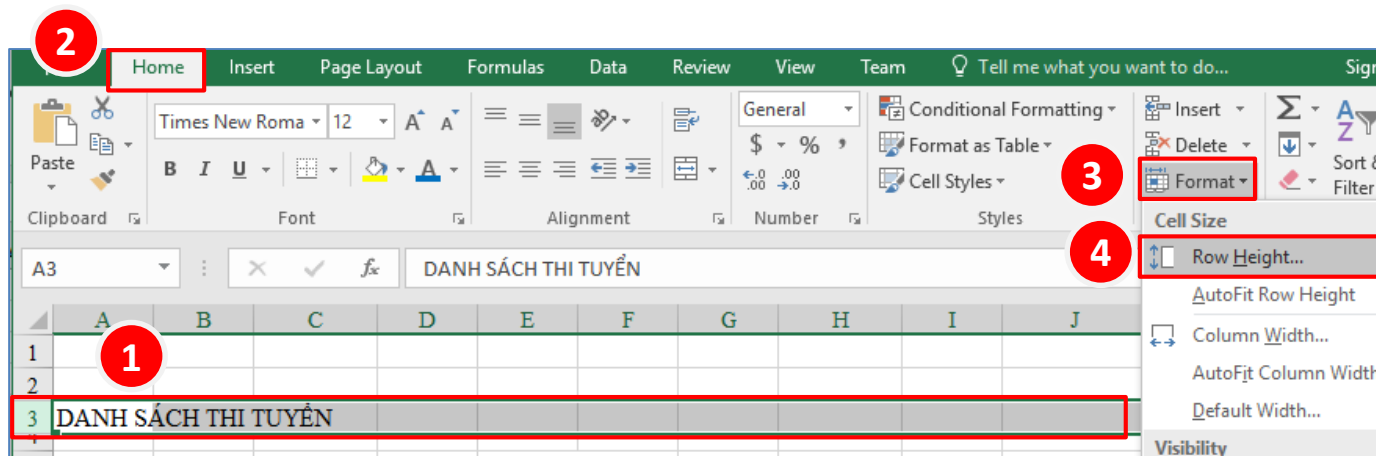
1- Apply cell size

- To change the height of a row:

Method 1: Drag the lower border of the row selector to up or down



Method 2: Select the rows → tab **Home** → **Format** → **Row Height** → enter row height.

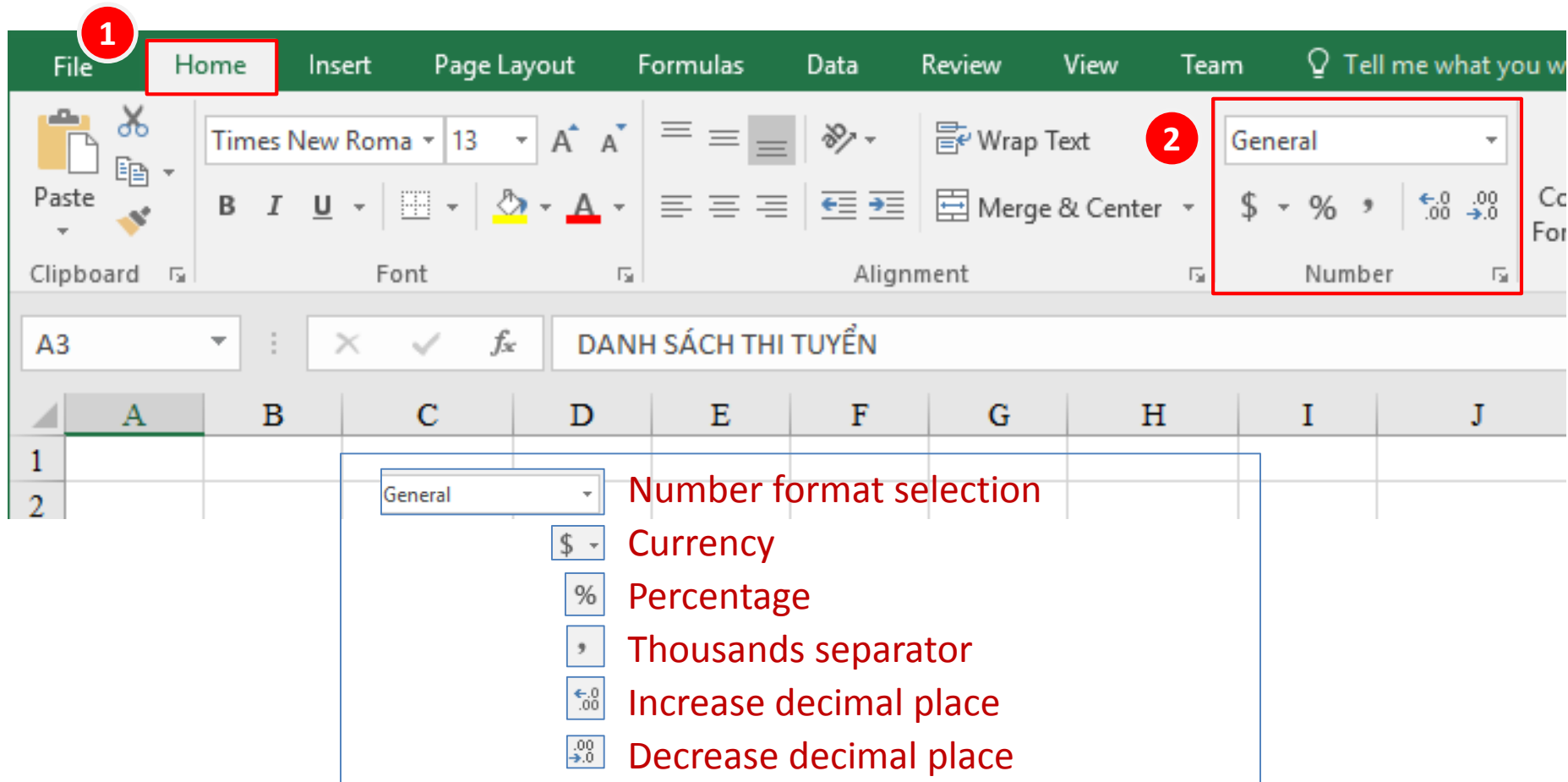


3.1 Format Cells

1. Apply cell size
2. Apply number formats
3. Apply cell formats
4. Cell styles

2- Apply number formats

- **Number formats:** Tab **Home** → Group **Number**



1

Home

2

General

\$ % , ←.0 .00 →.0

Number

A3

DANH SÁCH THI TUYỂN

A B C D E F G H I J

1

2

General

Number format selection

Currency

Percentage

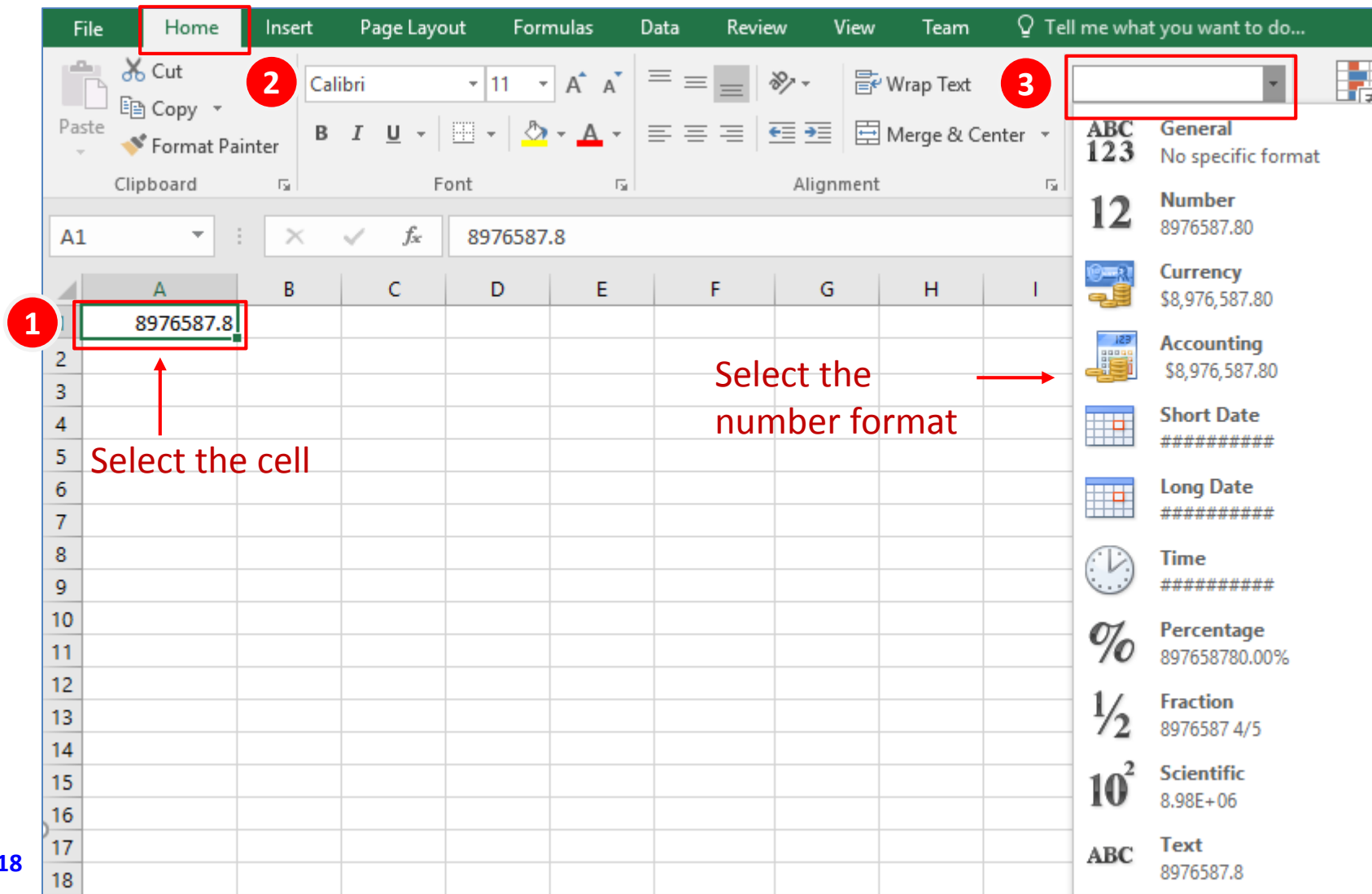
Thousands separator

Increase decimal place

Decrease decimal place

2- Apply number formats

- **Number formats:** Use the **Number Format** drop down list



1 Select the cell

2

3

Select the number format

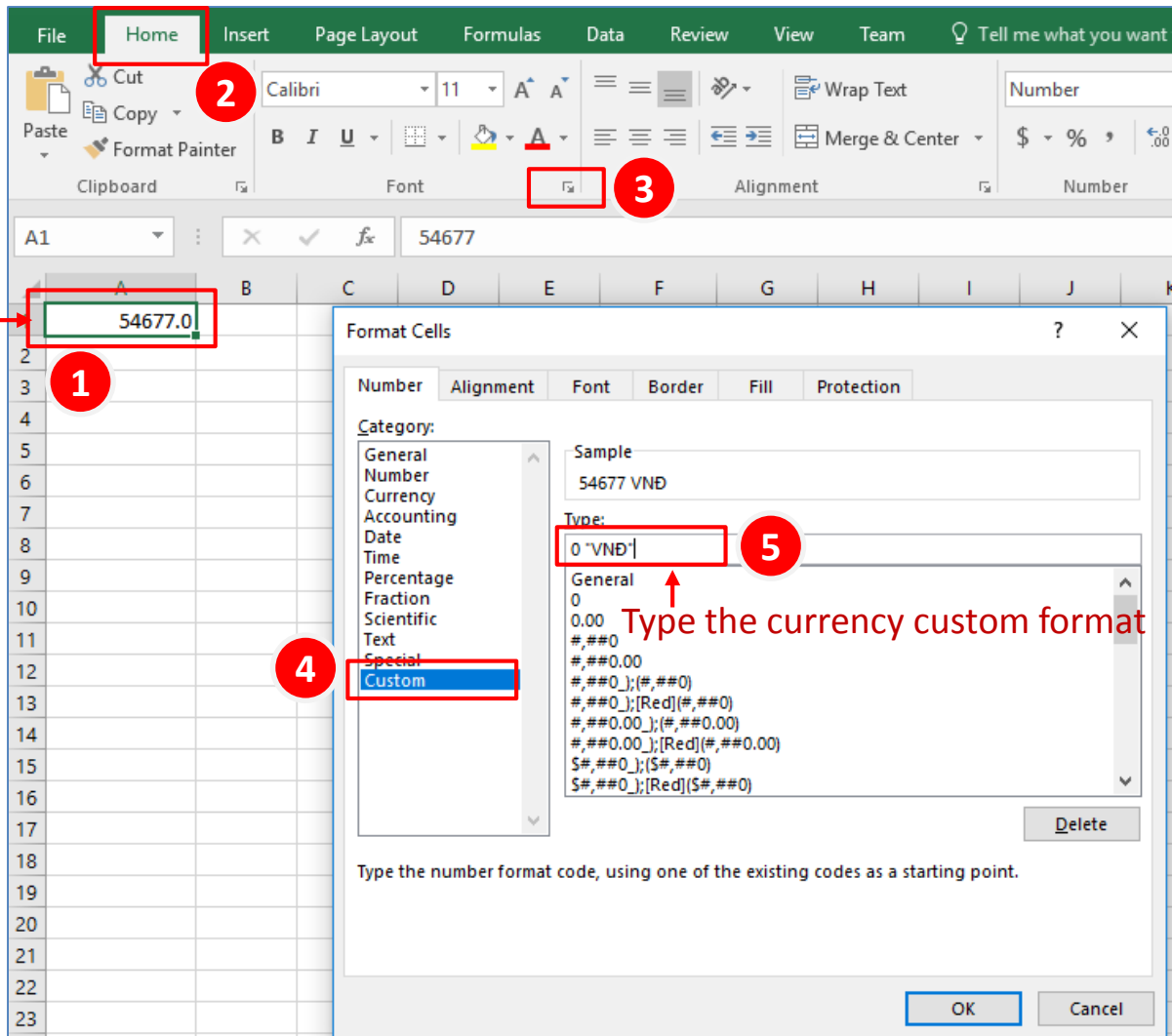
Format	Preview
General	ABC 123 No specific format
Number	12 8976587.80
Currency	\$8,976,587.80
Accounting	\$8,976,587.80
Short Date	#####
Long Date	#####
Time	#####
Percentage	897658780.00%
Fraction	8976587 4/5
Scientific	8.98E+06
Text	ABC 8976587.8

2- Apply number formats

- Custom format:

+ Customize the **Currency** format

Select the cell



The screenshot illustrates the steps to apply a custom currency format in Excel:

- 1**: Select the cell containing the value 54677.0.
- 2**: Click the **Home** tab in the ribbon.
- 3**: Click the **Number** group icon (the icon with a dollar sign and a percentage sign).
- 4**: In the **Format Cells** dialog box, select **Custom** from the **Category** list.
- 5**: In the **Type** field, enter the custom format code `0 "VNĐ"`.

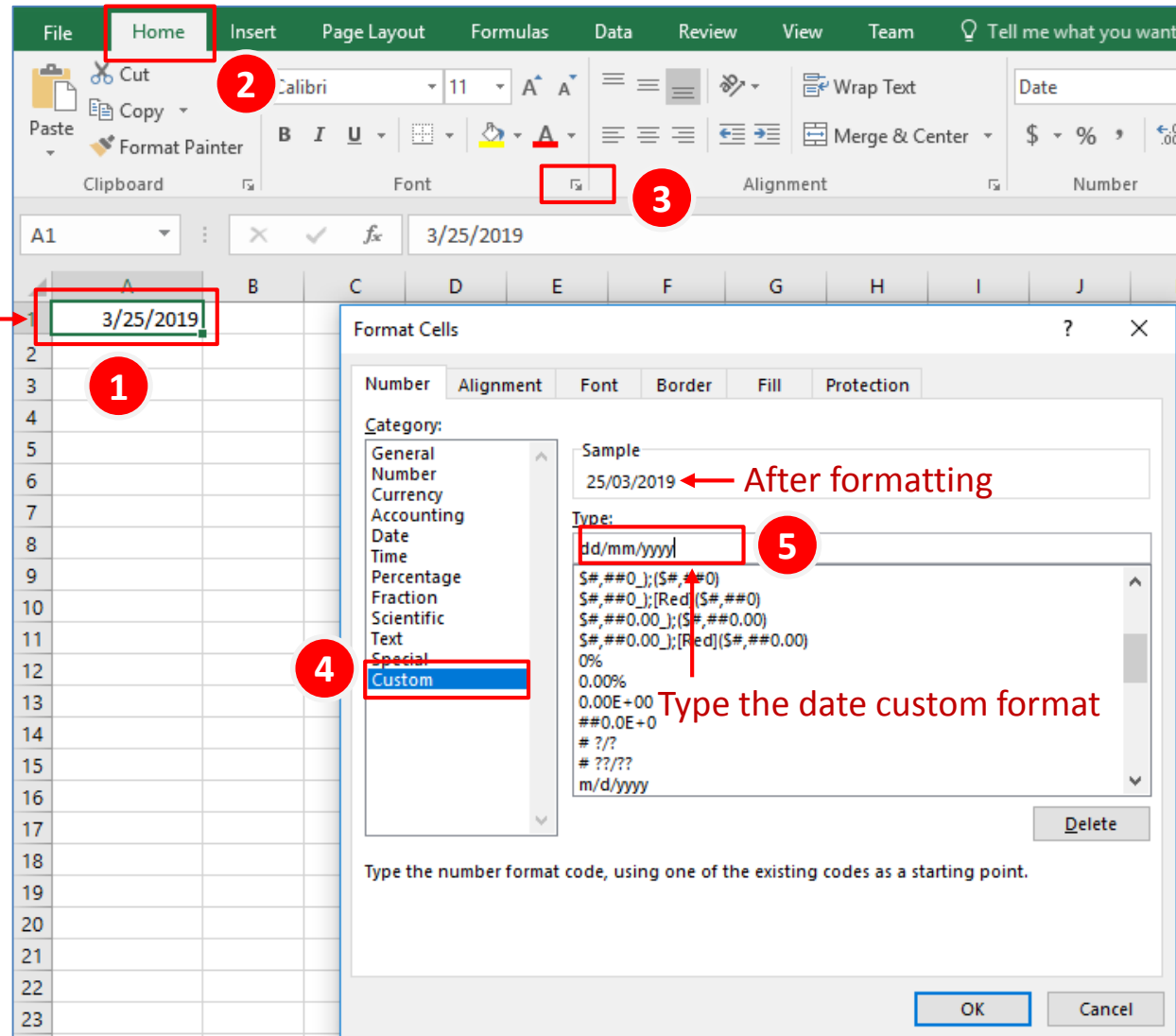
The **Format Cells** dialog box shows the **Number** tab selected. The **Category** list on the left includes General, Number, Currency, Accounting, Date, Time, Percentage, Fraction, Scientific, Text, Special, and Custom. The **Type** field contains the custom format code `0 "VNĐ"`. The **Sample** text at the top of the dialog shows "54677 VNĐ".

2- Apply number formats

- Custom format:

+ Customize the Date format

Select the cell



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'Number' group in the ribbon is highlighted, and the 'Format Cells' dialog box is open. The 'Number' tab is selected in the dialog box. The 'Category' list on the left has 'Custom' selected. The 'Type' field contains the custom date format 'dd/mm/yyyy'. The 'Sample' field shows the result '25/03/2019'. The 'Delete' button is visible at the bottom right of the dialog box.

Annotations in the image:

- 1: Select the cell (A1)
- 2: Home tab
- 3: Number group
- 4: Custom category
- 5: Type field (dd/mm/yyyy)

After formatting: 25/03/2019

Type the date custom format

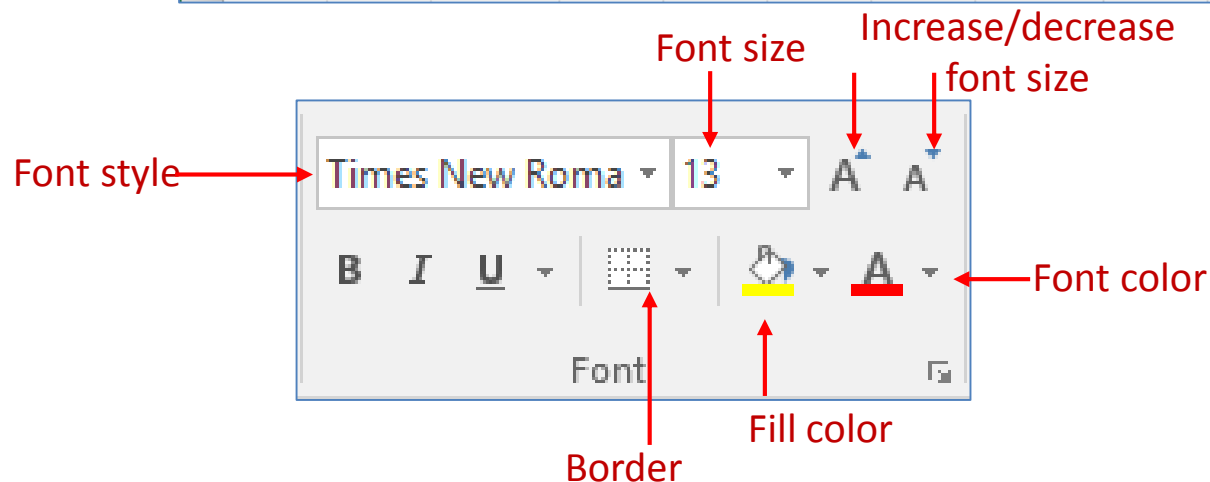
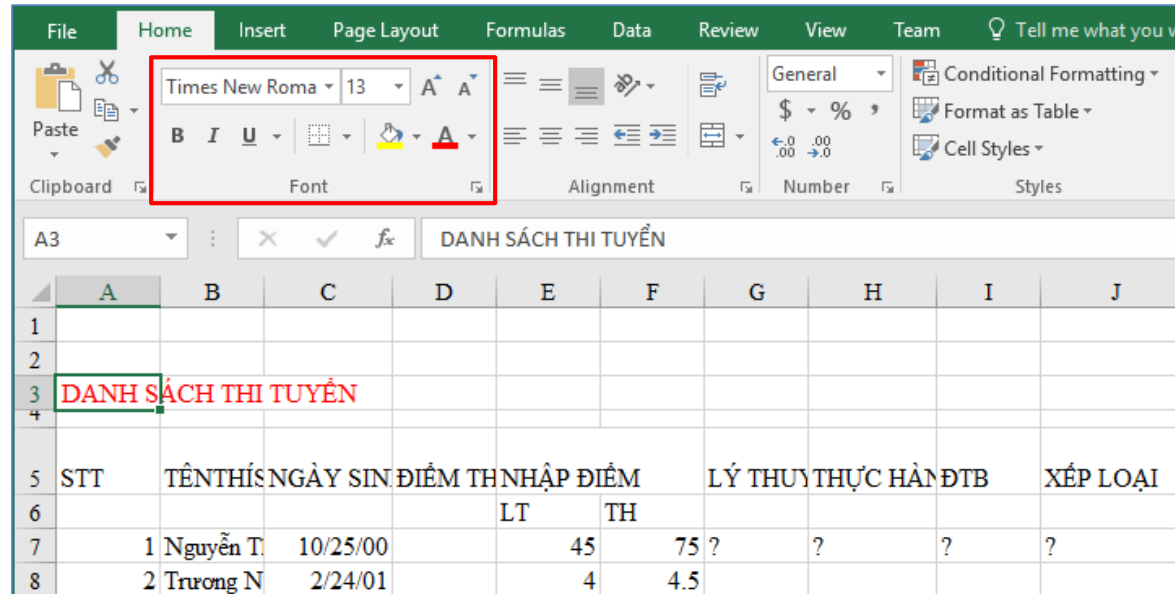
Type the number format code, using one of the existing codes as a starting point.

3.1 Format Cells

1. Apply cell size
2. Apply number formats
3. Apply cell formats
4. Cell styles

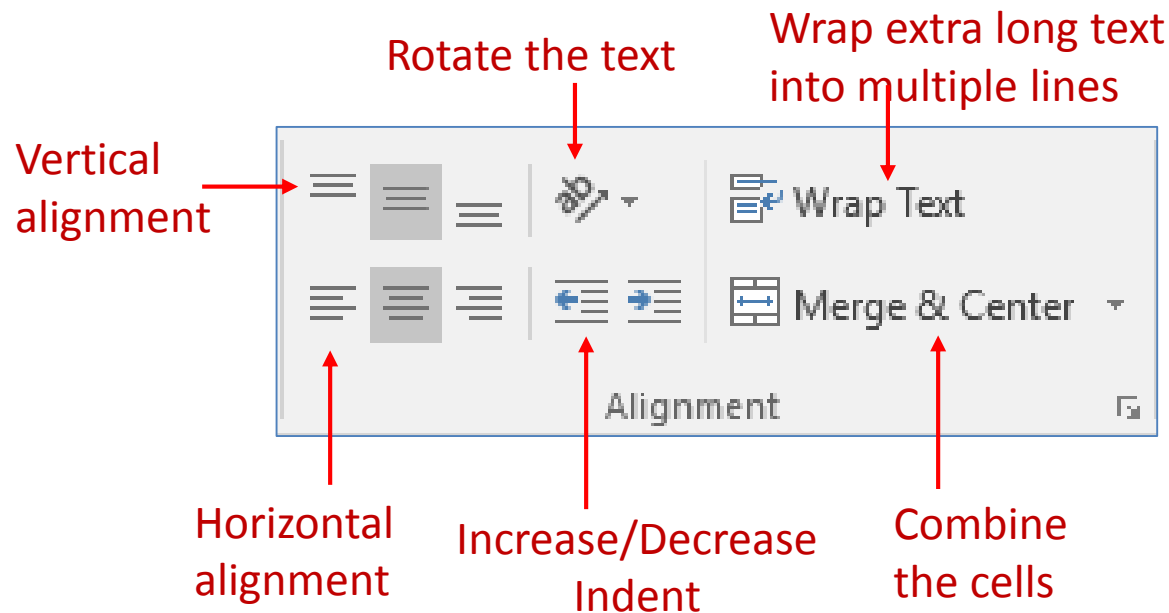
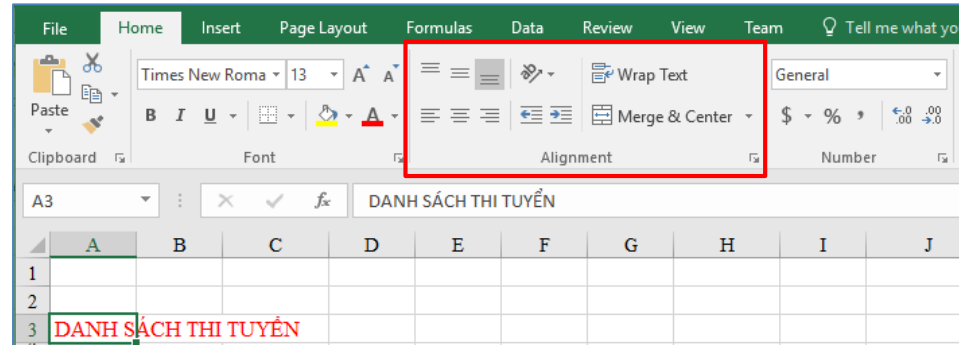
3- Apply cell formats

- Group Font:



3- Apply cell formats

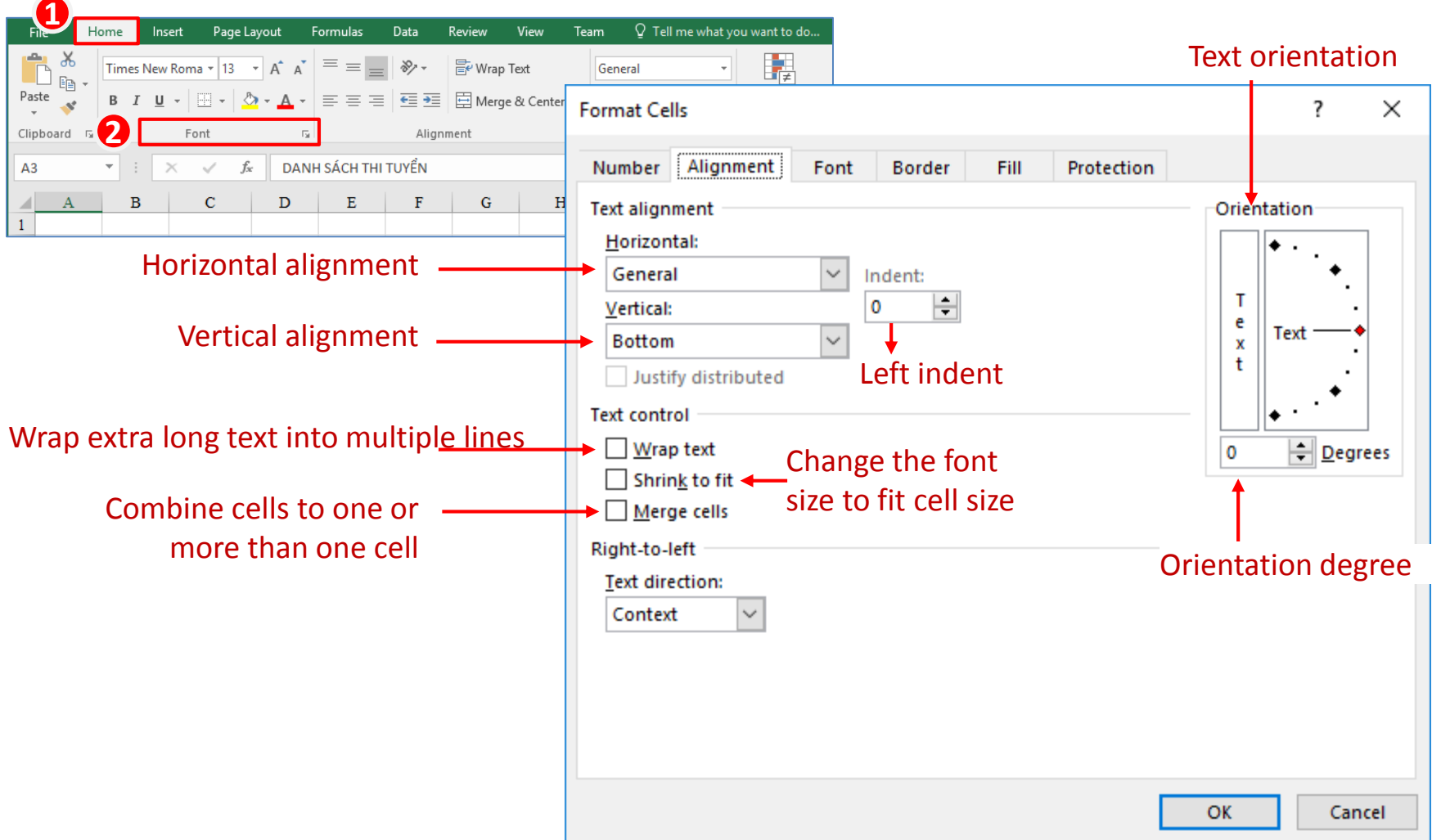
- Group Alignment:



Notice: All merge commands are not applied for table.

3- Apply cell formats

- Format Cells Dialog Box: Tab **Home** → **Font** → tab **Alignment**:



Format Cells

Number **Alignment** Font Border Fill Protection

Text alignment

Horizontal: General Indent: 0

Vertical: Bottom

☐ Justify distributed

Text control

☐ **W**rap text

☐ **S**hrink to fit

☐ **M**erge cells

Right-to-left

Text direction: Context

Orientation

0 Degrees

OK Cancel

Horizontal alignment

Vertical alignment

Wrap extra long text into multiple lines

Combine cells to one or more than one cell

Left indent

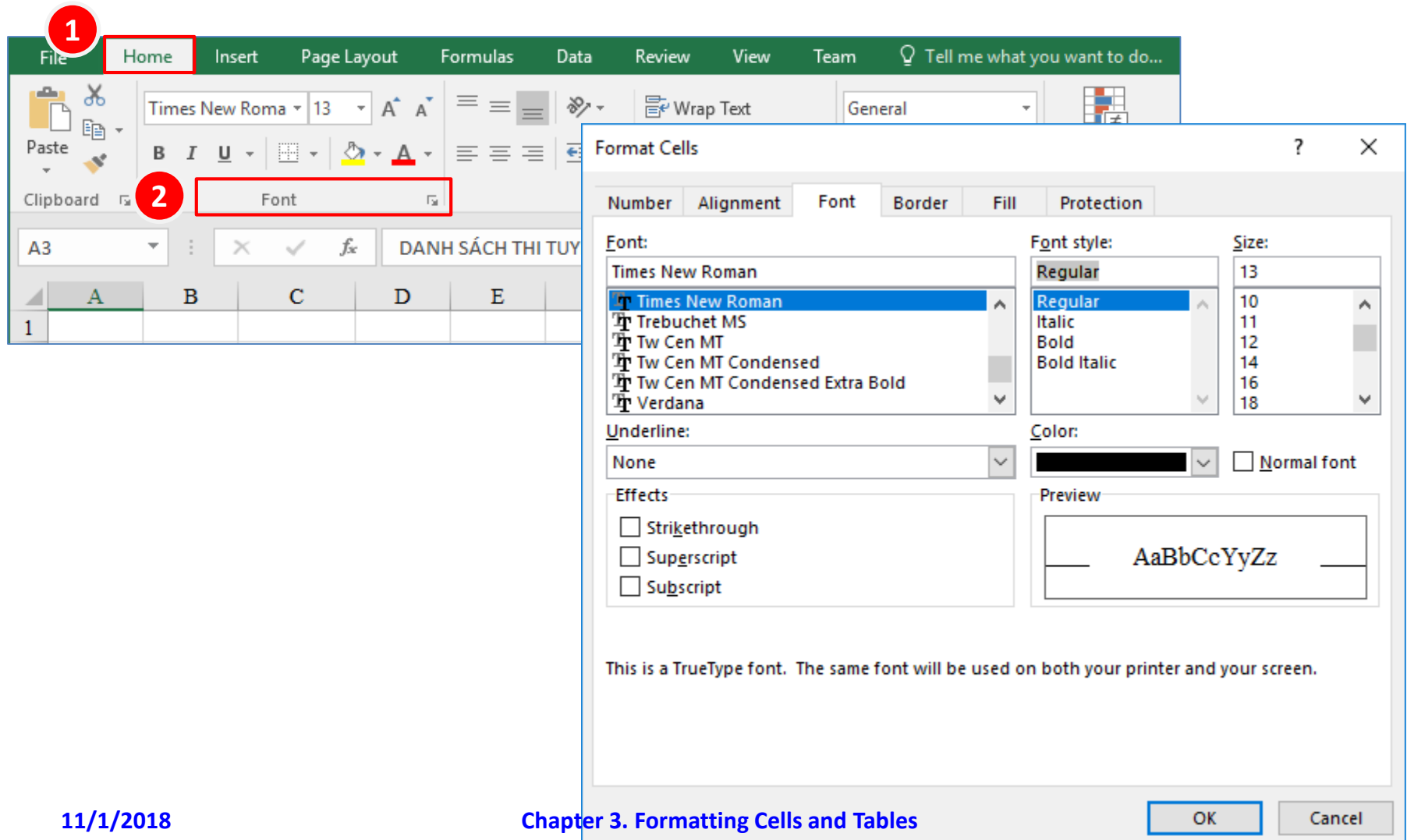
Change the font size to fit cell size

Text orientation

Orientation degree

3- Apply cell formats

- **Format Cells Dialog Box:** Tab **Home** → **Font** → tab **Font**



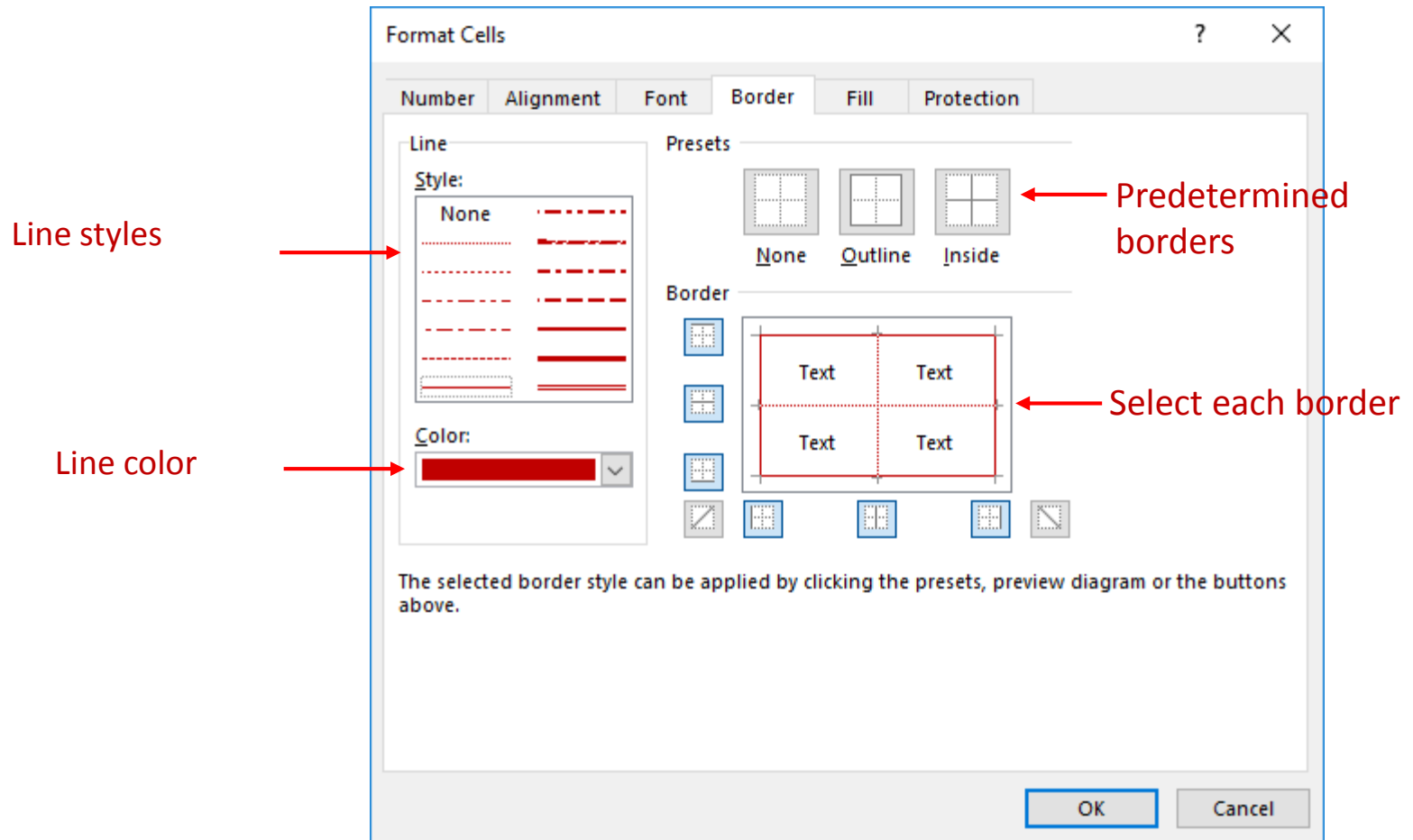
The screenshot shows the Microsoft Excel interface. The **Home** tab is selected on the ribbon. The **Font** group is highlighted, and the **Format Cells** dialog box is open. The **Font** tab is selected in the dialog box. The font settings are as follows:

- Font:** Times New Roman
- Font style:** Regular
- Size:** 13
- Underline:** None
- Color:** Black
- Normal font:** ☐
- Effects:**
 - ☐ Strikethrough
 - ☐ Superscript
 - ☐ Subscript
- Preview:** AaBbCcYyZz

At the bottom of the dialog box, it states: "This is a TrueType font. The same font will be used on both your printer and your screen."

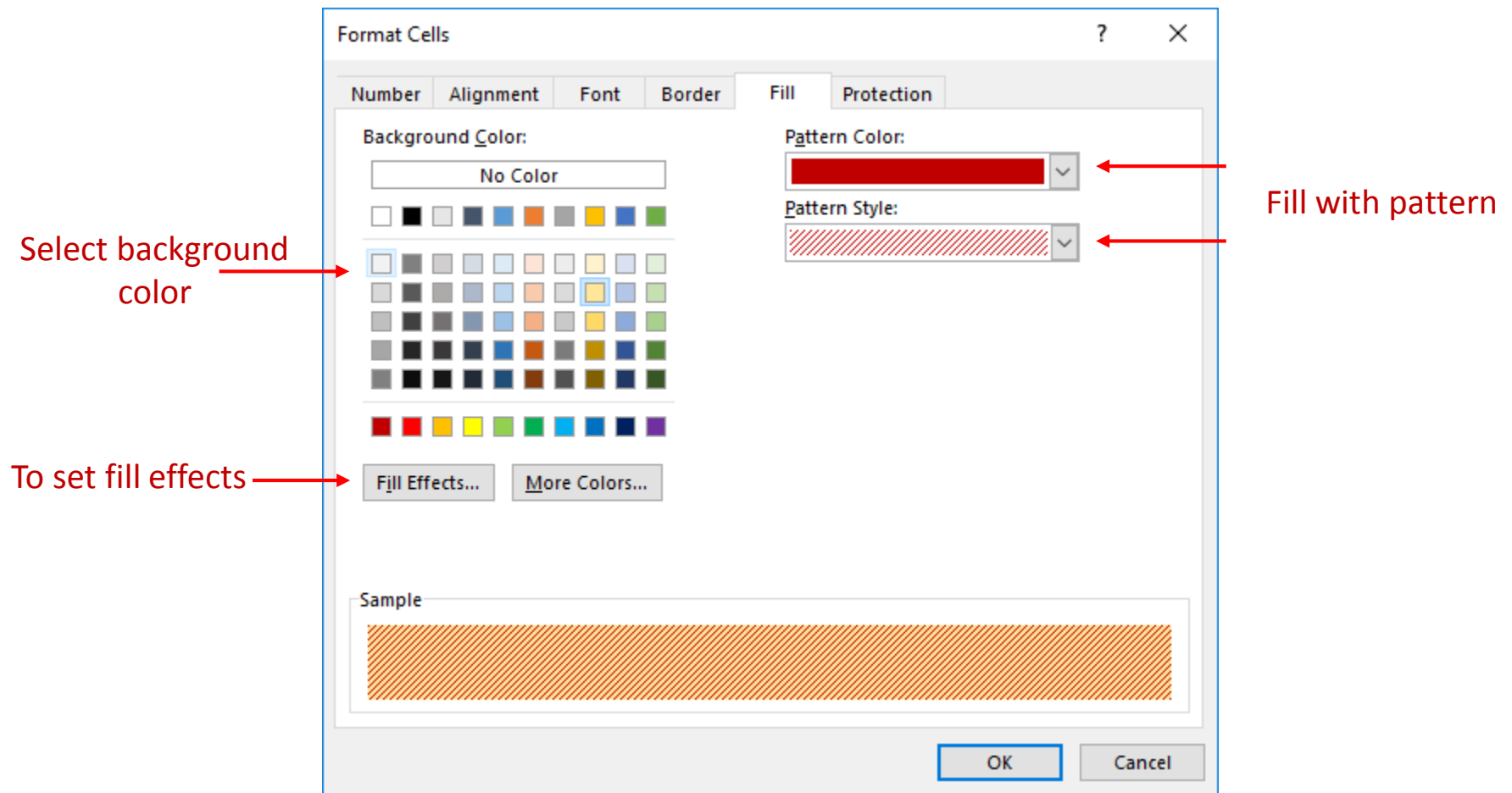
3- Apply cell formats

- **Format Cells Dialog Box** → tab **Border**:



3- Apply cell formats

- **Format Cells Dialog Box** → tab **Fill**:

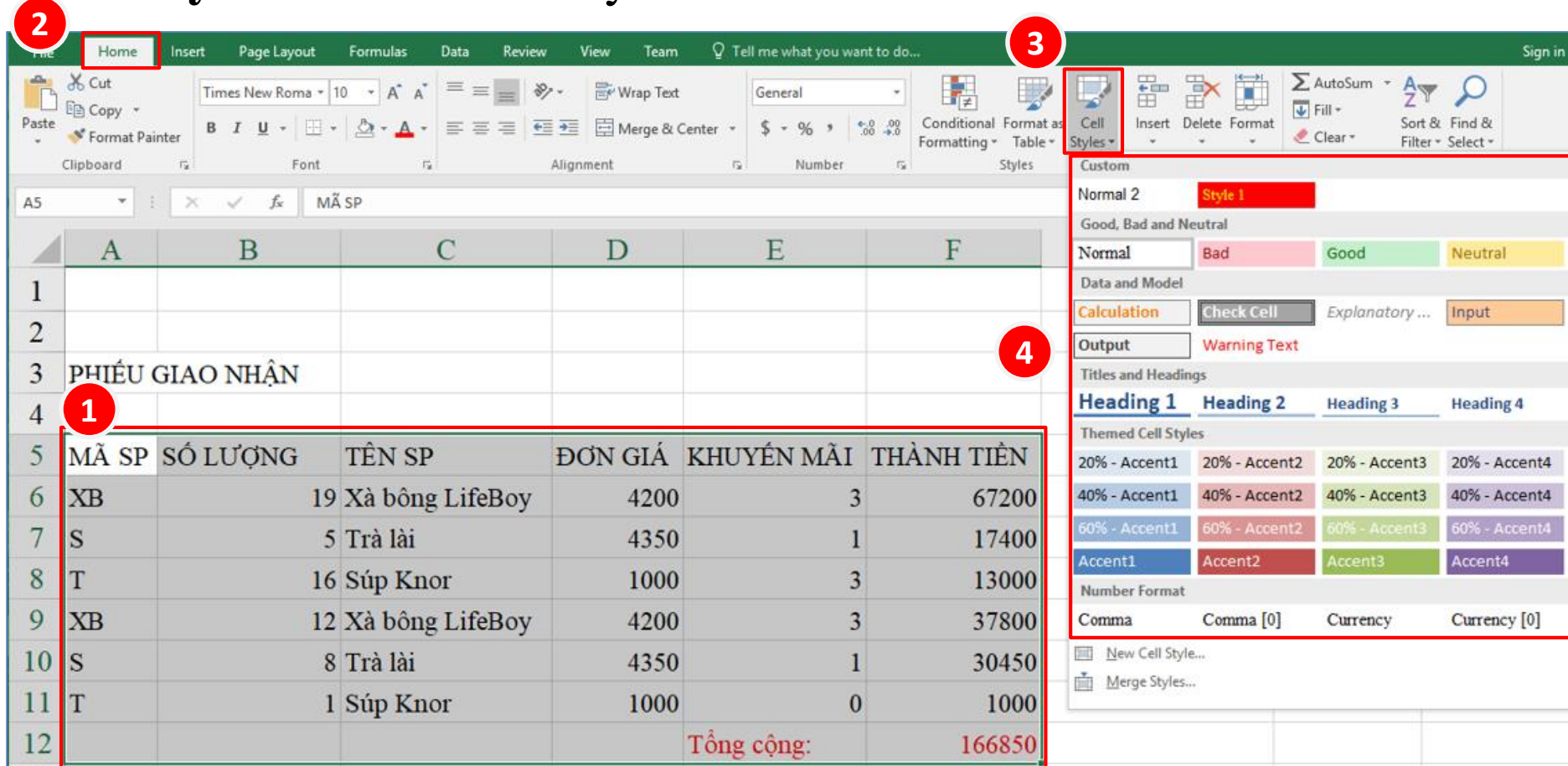


3.1 Format Cells

1. Apply cell size
2. Apply number formats
3. Apply cell formats
4. Cell styles

4- Cell styles

- To apply a predefined cell style: Select cell/range → tab **Home** → **Cell Styles** → select the style

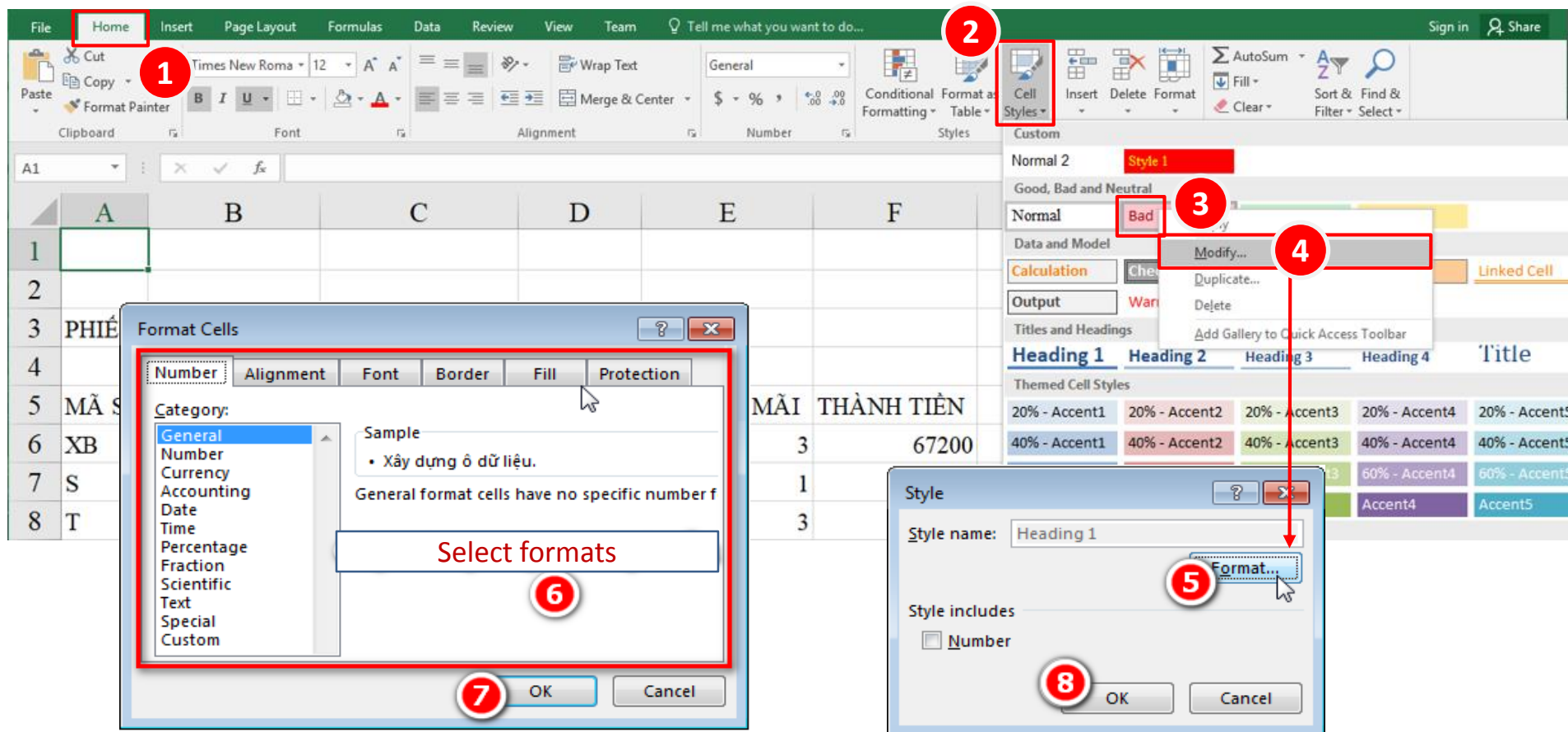


The screenshot illustrates the process of applying a predefined cell style in Microsoft Excel. The 'Home' tab is selected, and the 'Cell Styles' dropdown menu is open. A table of data is visible, with the range A5:F12 highlighted. The 'Cell Styles' menu shows various predefined styles, including 'Normal', 'Good', 'Bad', 'Neutral', and 'Warning Text'.

	A	B	C	D	E	F
1						
2						
3	PHIẾU GIAO NHẬN					
4						
5	MÃ SP	SỐ LƯỢNG	TÊN SP	ĐƠN GIÁ	KHUYẾN MÃI	THÀNH TIỀN
6	XB	19	Xà bông LifeBoy	4200	3	67200
7	S	5	Trà lài	4350	1	17400
8	T	16	Súp Knor	1000	3	13000
9	XB	12	Xà bông LifeBoy	4200	3	37800
10	S	8	Trà lài	4350	1	30450
11	T	1	Súp Knor	1000	0	1000
12	Tổng cộng:					166850

4- Cell styles

- To edit a predefined cell style: Tab **Home** → **Cell Styles** → Right click on the style → click **Modify**



The screenshot illustrates the process of editing a predefined cell style in Microsoft Excel. The steps are as follows:

1. Click on the **Home** tab in the ribbon.
2. Click on the **Cell Styles** button in the Styles group.
3. Right-click on the **Bad** style in the Cell Styles gallery.
4. Click on the **Modify...** option in the context menu.
5. Click on the **Format...** button in the Style dialog box.
6. In the **Format Cells** dialog box, select the **Number** tab and choose a category (e.g., **General**).
7. Click the **OK** button in the **Format Cells** dialog box.
8. Click the **OK** button in the **Style** dialog box.

4- Cell styles

- To create a new cell style:

+ **Method 1:** Select the formatted cell → tab **Home** → **Cell Styles** → **New Cell Style** → Enter the name → **OK**

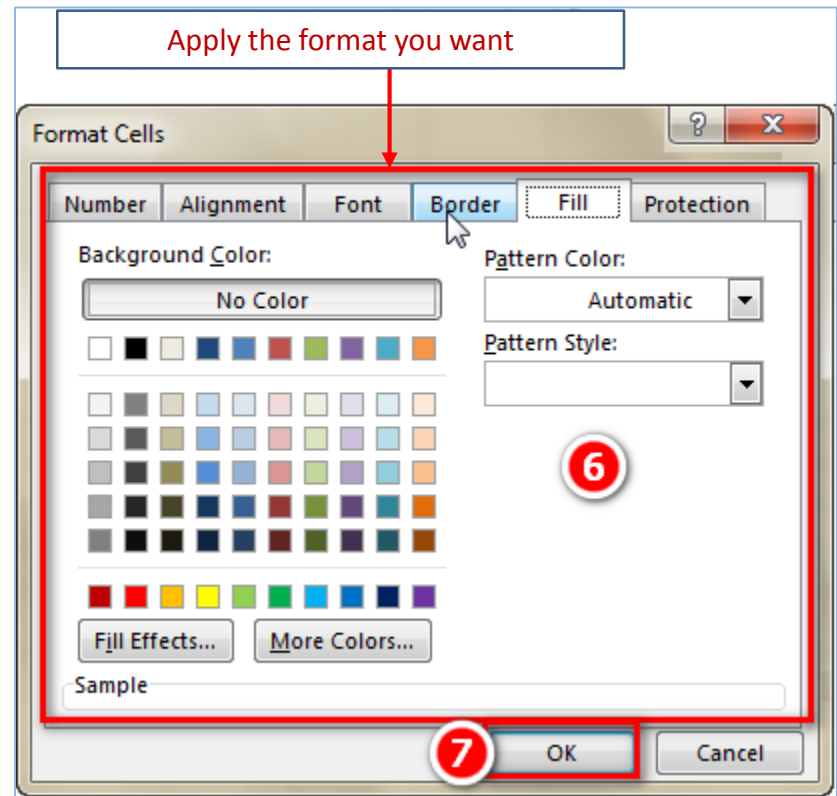
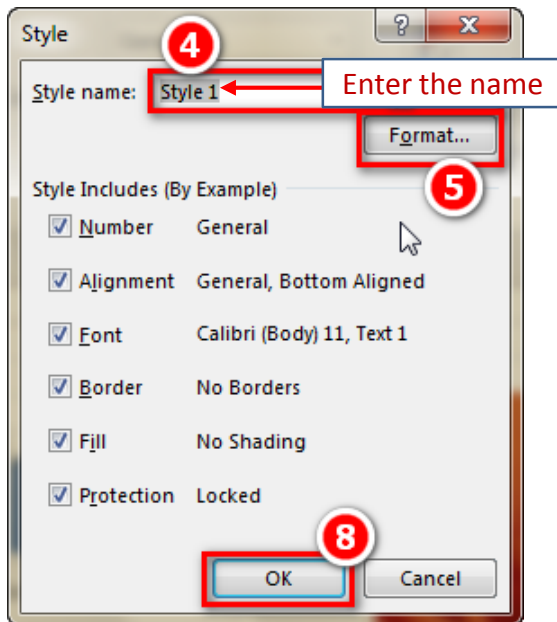
The screenshot illustrates the process of creating a new cell style in Microsoft Excel. The 'Home' tab is active, and the 'Cell Styles' group in the ribbon is highlighted. A 'Style' dialog box is open, showing 'Style 1' as the name. The 'Style Includes' section shows various formatting options like Number, Alignment, Font, Border, Fill, and Protection. The 'New Cell Style...' button is highlighted in the 'Cell Styles' task pane.

MÃ SP	SỐ LƯỢNG	MÃ	THÀNH TIỀN
XB		3	67200
S		1	17400
T		3	13000
XB		3	37800
S		1	30450
T		0	1000
			166850

4- Cell styles

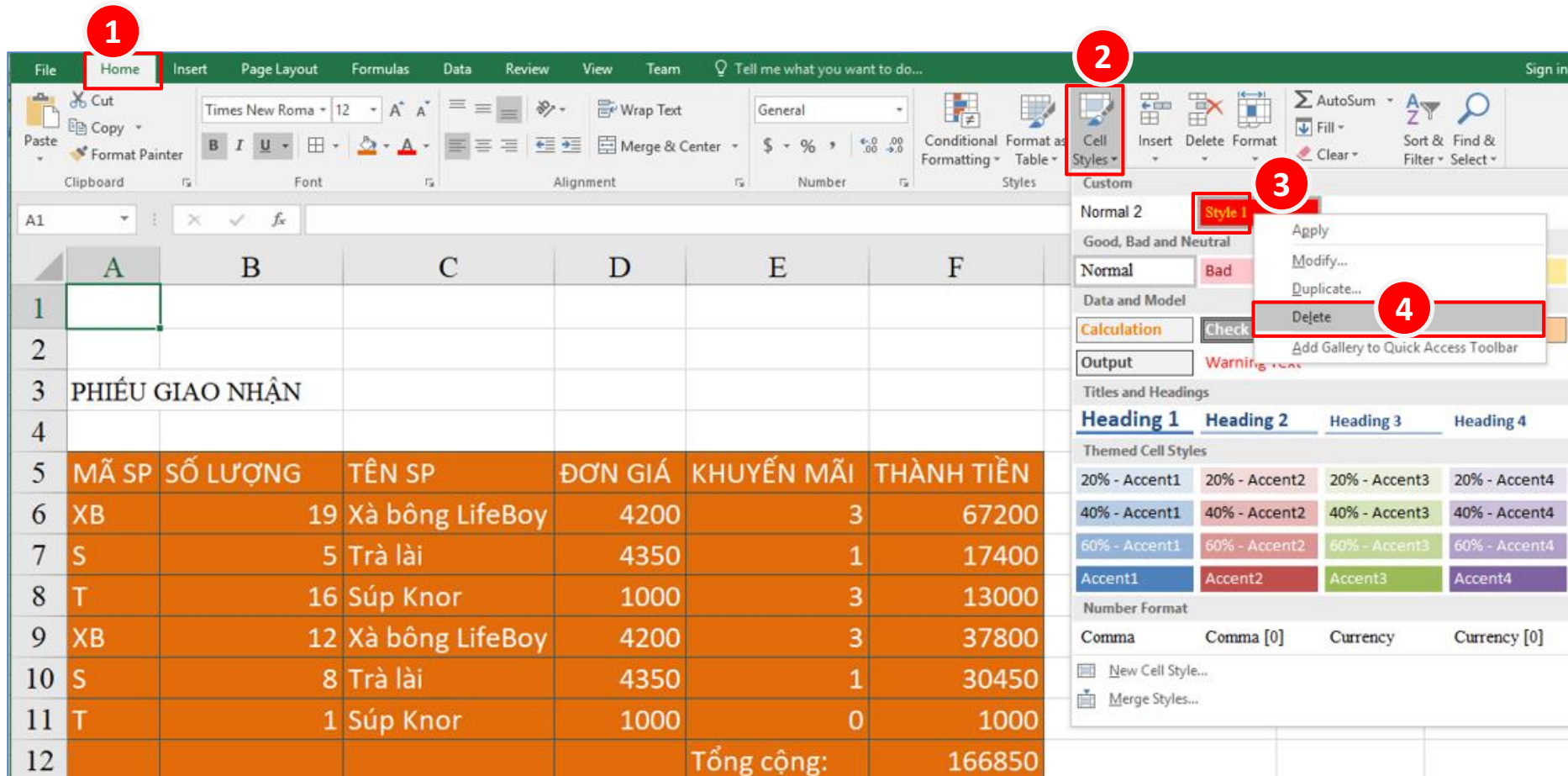
- To create a new cell style (cont):

+ **Method 2:** Select an empty cell → tab **Home** → **Cell Styles** → **New Cell Style** → enter the name → **Format** → apply the formats → **OK**



4- Cell styles

- **To delete a cell style:** Tab **Home** → **Cell Styles** → right click on the style → click **Delete**



The screenshot shows the Excel interface with the 'Home' tab selected. The 'Cell Styles' button in the 'Styles' group is highlighted. A right-click context menu is open over 'Style 1', and the 'Delete' option is highlighted.

	A	B	C	D	E	F
1						
2						
3	PHIẾU GIAO NHẬN					
4						
5	MÃ SP	SỐ LƯỢNG	TÊN SP	ĐƠN GIÁ	KHUYẾN MÃI	THÀNH TIỀN
6	XB	19	Xà bông LifeBoy	4200	3	67200
7	S	5	Trà lài	4350	1	17400
8	T	16	Súp Knor	1000	3	13000
9	XB	12	Xà bông LifeBoy	4200	3	37800
10	S	8	Trà lài	4350	1	30450
11	T	1	Súp Knor	1000	0	1000
12				Tổng cộng:		166850

Chapter 3. Formatting Cells and Tables

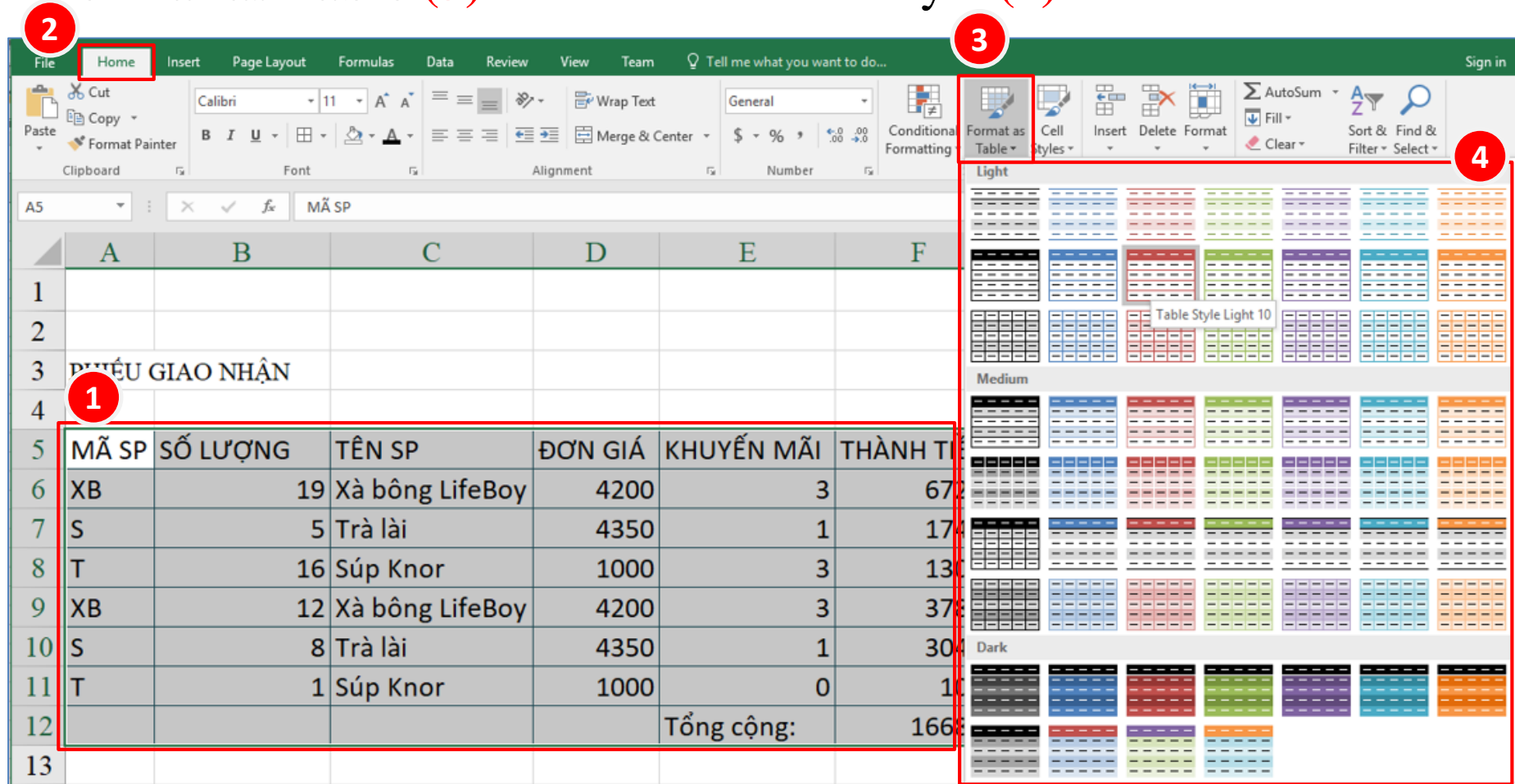


3.1 Format Cells

3.2 Create and Format Tables

3.2 Create and Format Tables

- **To create a table:** Select the range (1) → Tab **Home** (2) → **Format as Table** (3) → select the table style (4)



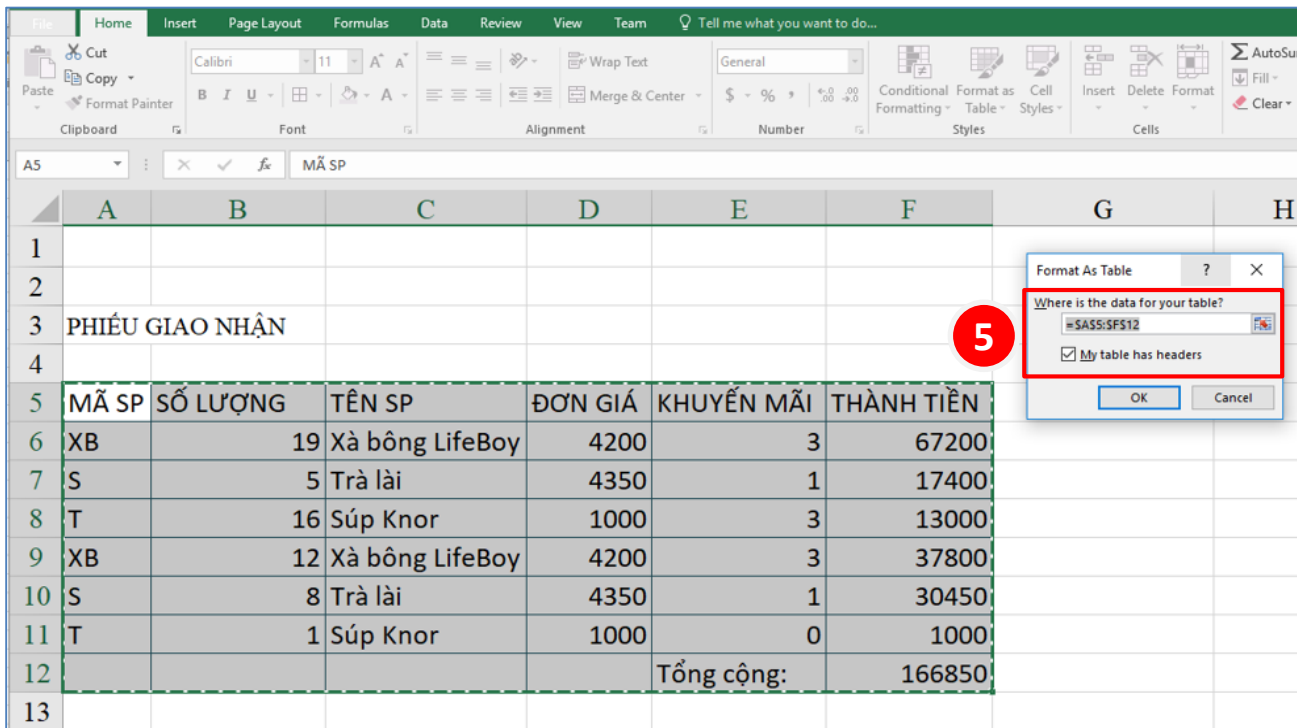
The screenshot shows the Excel interface with the following elements highlighted:

- 1:** The data range A5:F12 is selected, containing a table with 6 columns: MÃ SP, SỐ LƯỢNG, TÊN SP, ĐƠN GIÁ, KHUYẾN MÃI, and THÀNH TI.
- 2:** The 'Home' tab is selected in the ribbon.
- 3:** The 'Format as Table' button is clicked in the 'Styles' group.
- 4:** The 'Table Style Light 10' option is selected in the 'Table Styles' gallery.

	A	B	C	D	E	F
1						
2						
3	PHIẾU GIAO NHẬN					
4						
5	MÃ SP	SỐ LƯỢNG	TÊN SP	ĐƠN GIÁ	KHUYẾN MÃI	THÀNH TI
6	XB	19	Xà bông LifeBoy	4200	3	672
7	S	5	Trà lài	4350	1	174
8	T	16	Súp Knor	1000	3	136
9	XB	12	Xà bông LifeBoy	4200	3	378
10	S	8	Trà lài	4350	1	304
11	T	1	Súp Knor	1000	0	100
12					Tổng cộng:	1668
13						

3.2 Create and Format Tables

- **To create a table (cont):** → The **Format As Table** dialog box is popped up → mark checkbox **My table has headers** if the range has headers (5).



The screenshot shows the Microsoft Excel interface with the 'Format As Table' dialog box open. The dialog box is titled 'Format As Table' and contains the following elements:

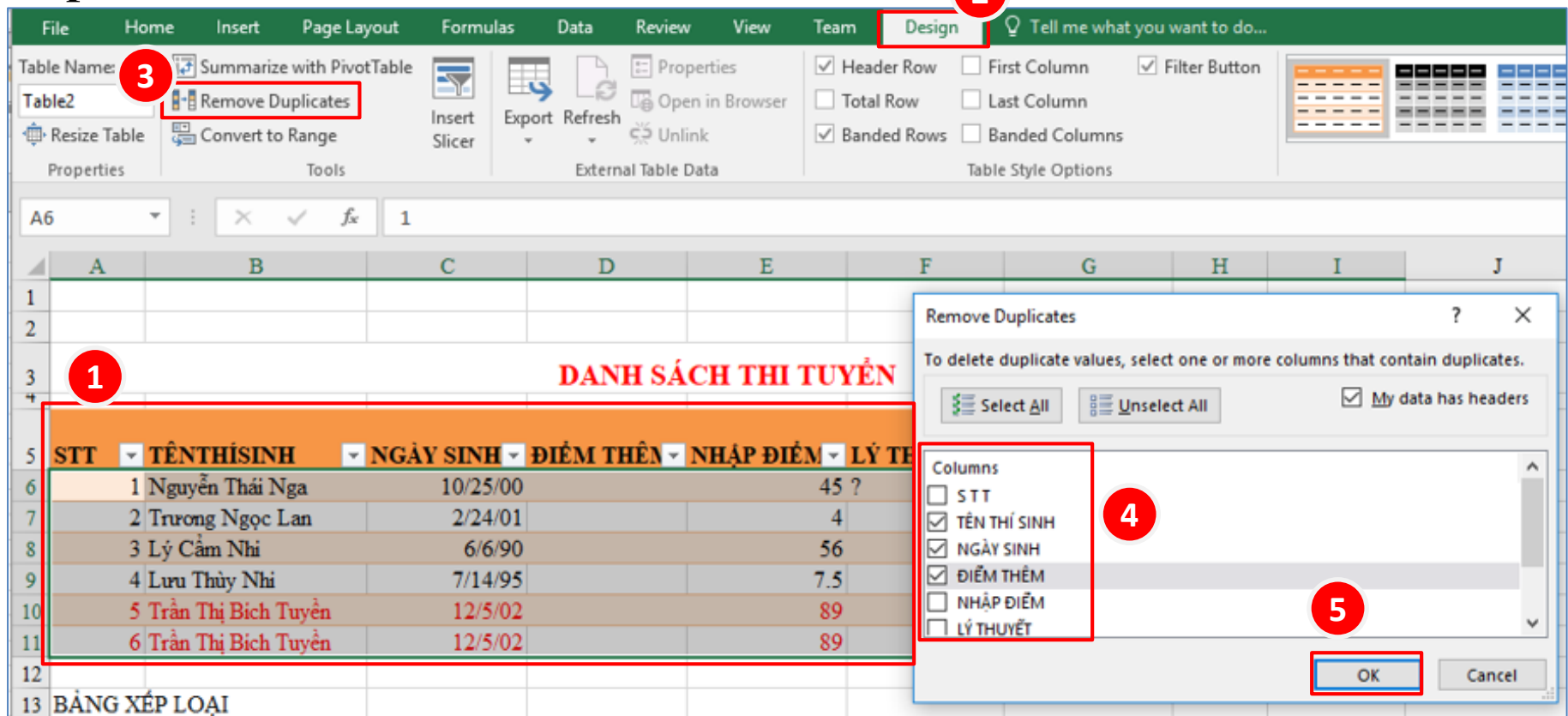
- A red circle with the number '5' is next to the dialog box.
- The 'Where is the data for your table?' field is set to '\$A\$5:\$F\$12'.
- The checkbox 'My table has headers' is checked.
- The 'OK' and 'Cancel' buttons are at the bottom.

The background shows a table with the following data:

	A	B	C	D	E	F	G	H
1								
2								
3	PHIẾU GIAO NHẬN							
4								
5	MÃ SP	SỐ LƯỢNG	TÊN SP	ĐƠN GIÁ	KHUYẾN MÃI	THÀNH TIỀN		
6	XB	19	Xà bông LifeBoy	4200	3	67200		
7	S	5	Trà lài	4350	1	17400		
8	T	16	Súp Knor	1000	3	13000		
9	XB	12	Xà bông LifeBoy	4200	3	37800		
10	S	8	Trà lài	4350	1	30450		
11	T	1	Súp Knor	1000	0	1000		
12	Tổng cộng:					166850		
13								

3.2 Create and Format Tables

- **To remove duplicate records:** Select the table (1) → tab **Design** (2) → **Remove Duplicates** (3) → select the columns that have the duplicate values (4) → **OK** (5)



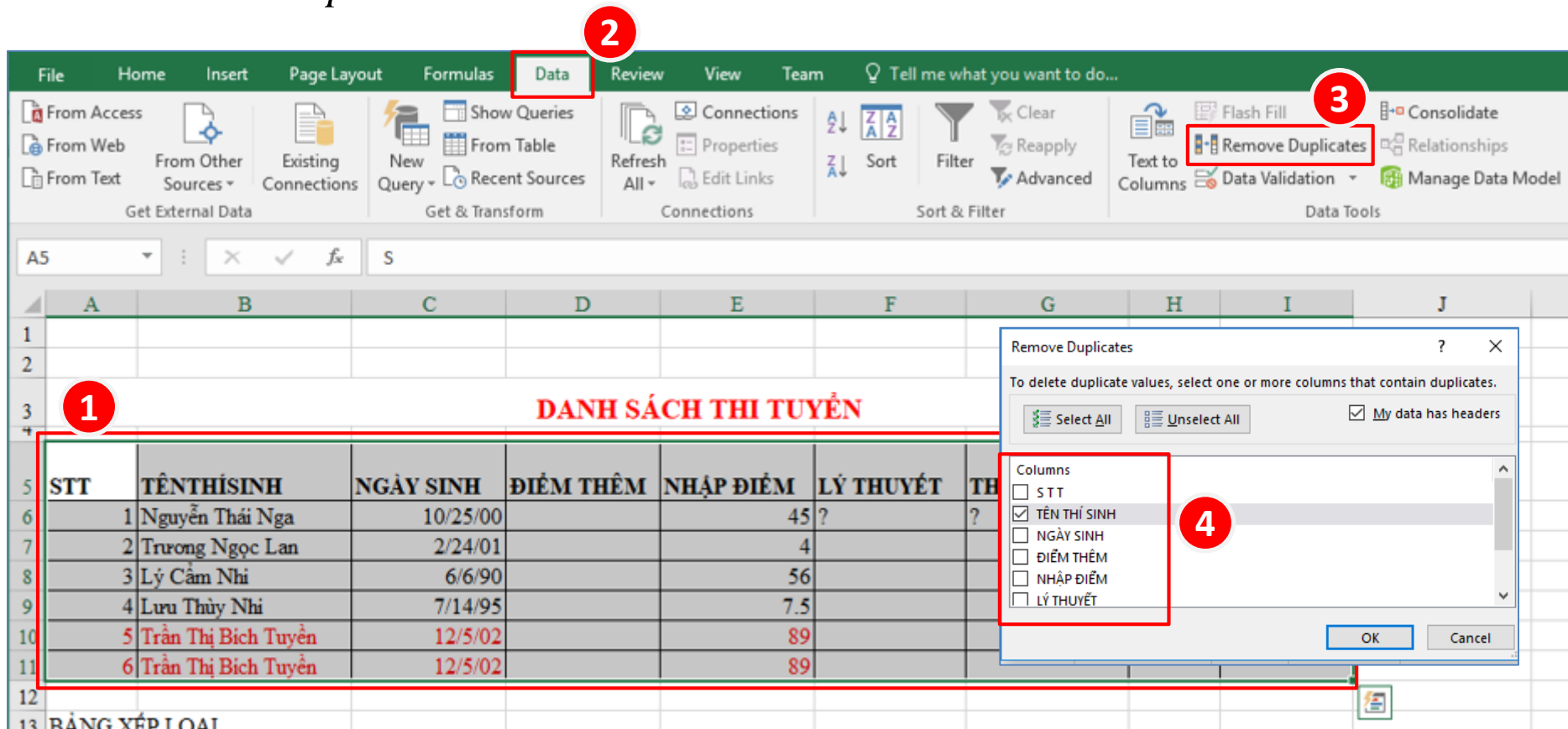
The screenshot shows the Excel interface with the 'Design' tab selected. The 'Remove Duplicates' button is highlighted in the 'Table Tools' ribbon. The 'Remove Duplicates' dialog box is open, showing the 'Columns' list with 'TÊN THÍ SINH', 'NGÀY SINH', and 'ĐIỂM THÊM' selected. The 'OK' button is highlighted.

STT	TÊN THÍ SINH	NGÀY SINH	ĐIỂM THÊM	NHẬP ĐIỂM	LÝ THUYẾT
1	Nguyễn Thái Nga	10/25/00			45 ?
2	Trương Ngọc Lan	2/24/01			4
3	Lý Cẩm Nhi	6/6/90			56
4	Lưu Thùy Nhi	7/14/95			7.5
5	Trần Thị Bích Tuyền	12/5/02			89
6	Trần Thị Bích Tuyền	12/5/02			89

3.2 Create and Format Tables

- To remove duplicate rows:

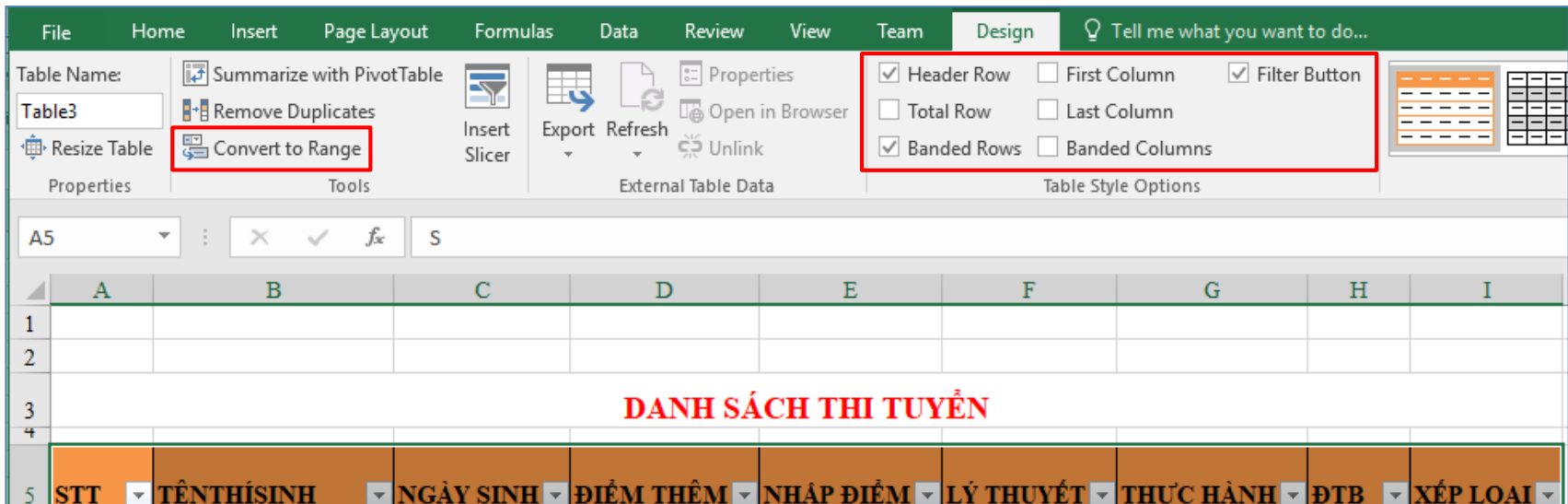
*Notice: If the range is not formatted as table, use **Data** → **Remove Duplicates** to remove the duplicate rows.*



STT	TÊN THÍ SINH	NGÀY SINH	ĐIỂM THÊM	NHẬP ĐIỂM	LÝ THUYẾT	TH
1	Nguyễn Thái Nga	10/25/00		45	?	?
2	Trương Ngọc Lan	2/24/01		4		
3	Lý Cẩm Nhi	6/6/90		56		
4	Lưu Thùy Nhi	7/14/95		7.5		
5	Trần Thị Bích Tuyền	12/5/02		89		
6	Trần Thị Bích Tuyền	12/5/02		89		

3.2 Create and Format Tables

- Table style options:



☒ Header Row

Show/hide the header row

☐ Total Row

Show/hide the total row

☒ Banded Rows

The other rows are shaded.

☒ Banded Columns

The other columns are shaded.

☒ Filter Button

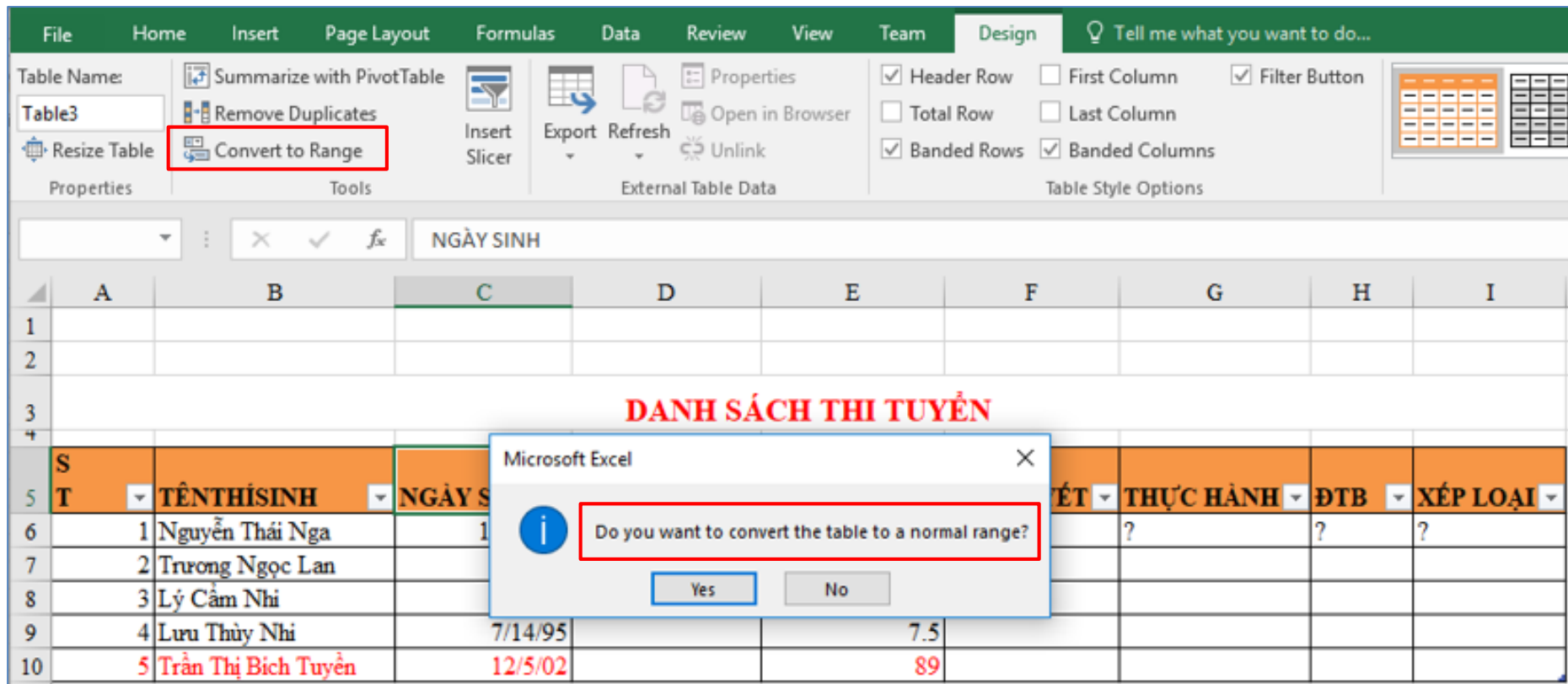
Show/hide the filter buttons

☒ Convert to Range

Table is converted to range

3.2 Create and Format Tables

- **To convert a table to range:** Select the table → **Convert to Range** → **Yes**.



The screenshot shows the Microsoft Excel interface with the 'Design' tab selected. The 'Table Name' is 'Table3'. The 'Convert to Range' button is highlighted in the 'Tools' group. A dialog box titled 'Microsoft Excel' is open, asking 'Do you want to convert the table to a normal range?' with 'Yes' and 'No' buttons. The table data is visible in the background.

S	T	TÊN THÍ SINH	NGÀY SINH	ĐIỂM	THỰC HÀNH	ĐTB	XẾP LOẠI
1		Nguyễn Thái Nga	1				
2		Trương Ngọc Lan					
3		Lý Cẩm Nhi					
4		Lưu Thùy Nhi	7/14/95		7.5		
5		Trần Thị Bích Tuyền	12/5/02		89		

Chapter 3. Formatting Cells and Tables



3.1 Format Cells

3.2 Create and Format Tables